



NASA Headquarters
Washington, DC 20546

Page 1 of 10
HQOWI1000 - M001
REVISION C
May 3, 2002

Human Exploration and Development of Space (HEDS) Strategic Plan Process

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NASA Headquarters		
HEDS Strategic Plan Process	HQOWI1000-M001	Revision: C
	Date: May 3, 2002	Page 2 of 10

HEDS STRATEGIC PLAN PROCESS

Approved and signed by

Frederick D. Gregory
Associate Administrator
Human Exploration and Development of Space

NASA Headquarters		
HEDS Strategic Plan Process	HQOWI1000-M001	Revision: C
	Date: May 3, 2002	Page 3 of 10

DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		12-10-1998	
Revision	A	May 3, 1999	Global changes made to Sections 1-7 to reflect partnership between Code U & M forming a single process for HEDS' Strategic Planning Process.
Revision	B	02-07-2001	The HEDS enterprise was composed of codes M and U. Currently, is only M. As a result of organizational changes, this OWI is processed within code M and the organization responsible is MP. The MP management has reviewed this process and re-validated it within the current context. Modifications were made to account for all organizational changes.
Revision	C	05-03-2002	This plan has been updated to reflect organizational changes and reassignments of organizational functions within NASA HQ. It clarifies responsibilities and makes for an improved process.

NASA Headquarters		
HEDS Strategic Plan Process	HQOWI1000-M001	Revision: C
	Date: May 3, 2002	Page 4 of 10

TABLE OF CONTENTS

<u>PARAGRAPH</u>	<u>PAGE</u>
1.0 PURPOSE	5
2.0 SCOPE	5
3.0 DEFINITIONS	5
4.0 REFERENCES	6
5.0 FLOWCHART	7
6.0 STRATEGIC PLANNING PROCESS STEPS	9
7.0 RECORDS	10

NASA Headquarters		
HEDS Strategic Plan Process	HQOWI1000-M001	Revision: C
	Date: May 3, 2002	Page 5 of 10

1.0 PURPOSE

The purpose of this OWI is to prescribe the activities used to develop the Human Exploration and Development of Space (HEDS) Strategic Plan. The OWI applies to NASA Headquarters HEDS (Code M) Enterprise personnel who participate in this process.

The Associate Administrator (AA) for the Office of Space Flight (OSF) is responsible for maintaining the controlled version of this document. The controlled version of this document is available on the World Wide Web (WWW) via the HQ ISO 9000 Document Library for the ISO 9000 QMS at <http://hqiso9000.hq.nasa.gov>. By definition, any printed version of this OWI is uncontrolled. The AA submits any proposed revision to this manual for OSF or his designee. The AA for OSF or his designee, authorizes approval of the revision after an internal review by Code JI ISO Program Office.

2.0 SCOPE

This OWI applies to the annual process that refines the strategic goals and objectives for the HEDS Enterprise. The organization with principal responsibility within OSF is Advanced Programs Office, Code MP.

3.0 DEFINITIONS

The follow terms and acronyms, used in this process, are explained below:

3.1 Human Exploration and Development of Space Enterprise Strategic Plan – A document developed under the direction and authority of the Associate Administrator Office of Space Flight (OSF) detailing the goals and objectives of the HEDS Enterprise.

3.2 NASA Strategic Plan – A document defining the goals, objectives, and strategies of NASA, under the authority of the Administrator.

3.3 HEDS Strategic Planning Working Group (HSPWG) - This group is responsible for assessing internal and external guidance, as well as customer requirements in order to revalidate mission goals, and objectives. The group also recommends strategies and finalizes the strategic plan, facilitating information coordination of the plan with members of the Executive Board.

3.4 HEDS Strategic Planning Executive Board (HSPEB) - This Executive Board, comprised of the Deputy Associate Administrators and Directors, participates in the informal coordination of the plan by reviewing and providing comments. The board is chaired by the AA of OSF who is responsible for approving the final HEDS Strategic Plan.

3.5 NASA HQ Director for Strategic Planning Office of the Chief Financial Officer.

NASA Headquarters		
HEDS Strategic Plan Process	HQOWI1000-M001	Revision: C
	Date: May 3, 2002	Page 6 of 10

3.6 SFAC – Space Flight Advisory Committee provides customer feedback by reviewing past accomplishments and suggesting strategic objectives.

3.7 The Strategic Planning Lead is assigned to the Advanced Programs Office (MP).

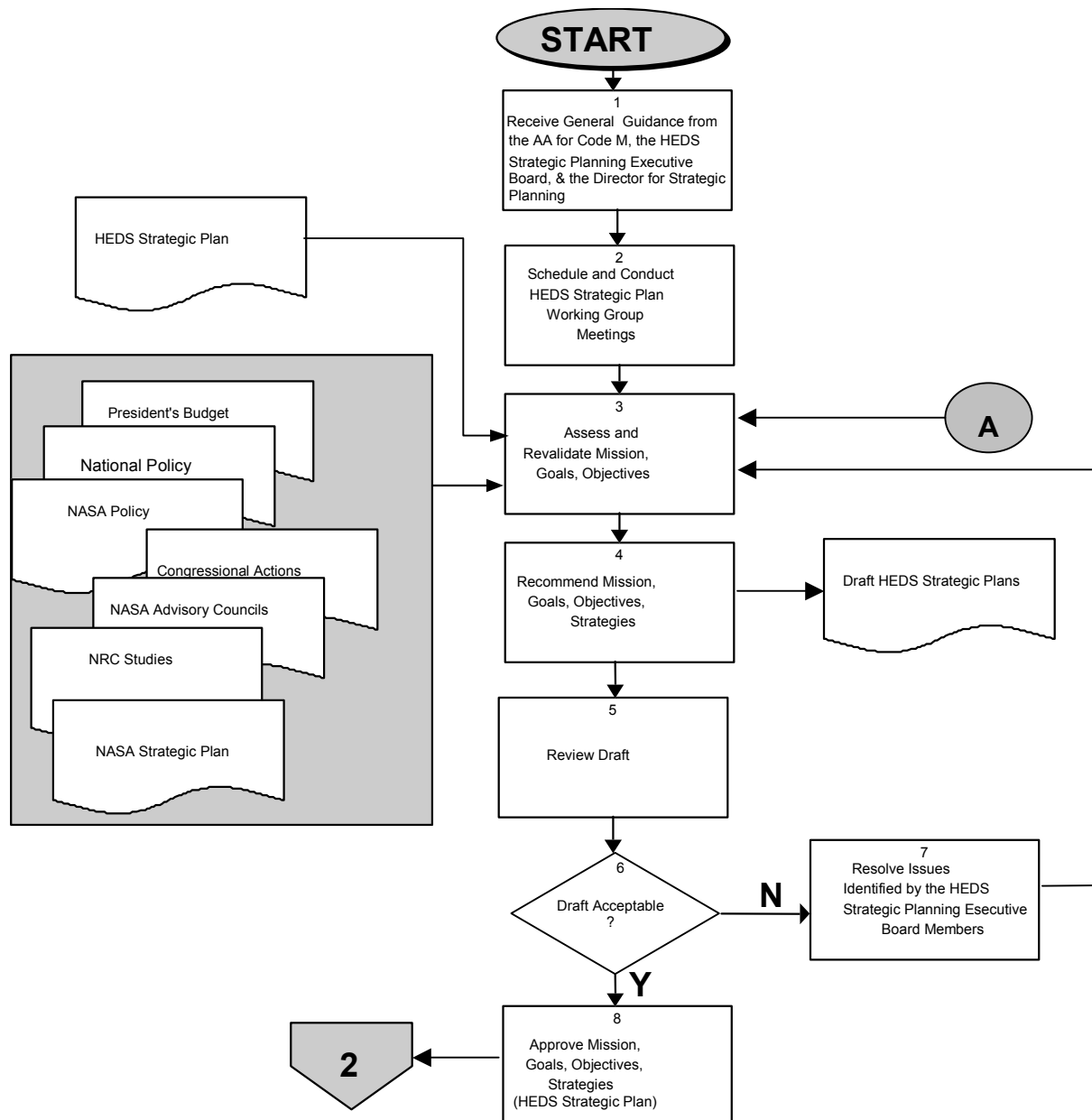
4.0 REFERENCES

The following documents contain provisions that, through reference in this OWI or in policy or procedure documents, constitute the basis for the documented procedure:

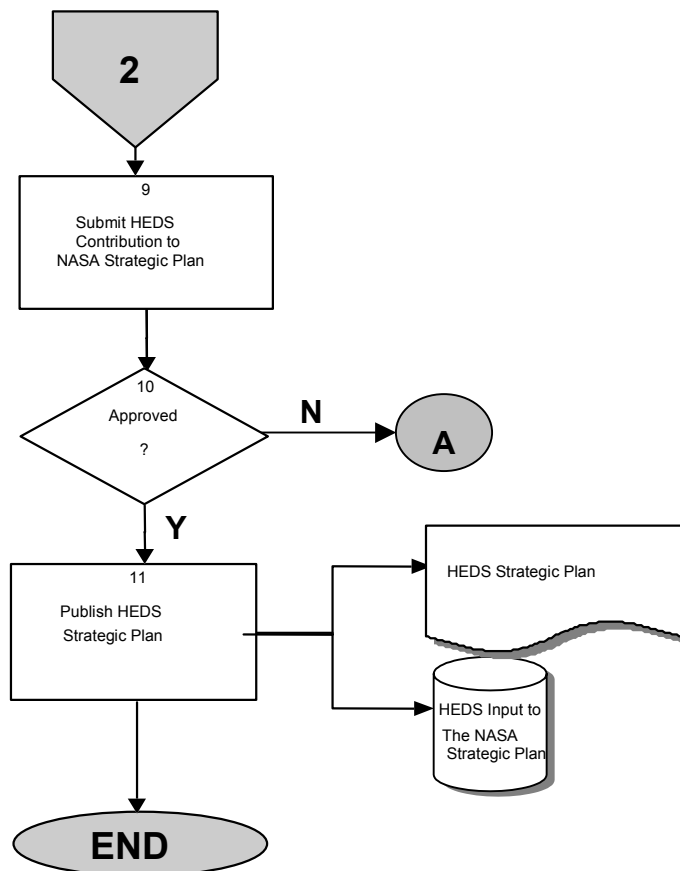
HQSM 1200.A.1	Headquarters Quality System Manual
NHB 1101.3	NASA Organization Handbook
NPD 1000.1	NASA Strategic Plan (http://www.hq.nasa.gov/office/nsp/cover.html)
NPG 1000.2	NASA Strategic Management Handbook
NPD 7120.4	Program/Project Management
NPG 7120.5	NASA Program and Project Management Processes and Requirements

NASA Headquarters		
HEDS Strategic Plan Process	HQOWI1000-M001	Revision: C
	Date: May 3, 2002	Page 7 of 10

5.0 FLOWCHART



NASA Headquarters		
HEDS Strategic Plan Process	HQOWI1000-M001	Revision: C
	Date: May 3, 2002	Page 8 of 10



NASA Headquarters		
HEDS Strategic Plan Process	HQOWI1000-M001	Revision: C
	Date: May 3, 2002	Page 9 of 10

6.0 STRATEGIC PLANNING PROCESS STEPS

The HEDS Enterprise is responsible for publishing the HEDS Strategic Plan every three years and for formulating the HEDS portion of the Agency Strategic Plan. The process is composed by a series of activities included in the table below.

<u>Actionee</u>	<u>Flowchart Reference</u>	<u>Action</u>
Director, Advanced Programs	1	Receive general guidance from the AA for OSF, the HSPEB, the NASA Director for Strategic Planning and the HEDS Strategic Planning Lead. This guidance may be provided in verbal and/or written form.
Strategic Planning Lead	2	Schedule and conduct strategic planning for working group (HSPWG) meeting(s)
Director , Advanced Programs/ HSPWG	3	Using the previous version of the HEDS and NASA Strategic Plans, refine the goals and objectives for the HEDS Enterprise. General guidance for updating the strategic plan comes from external agencies, including the Office of Management and Budget (OMB) and the General Accounting Office (GAO). Additionally, recommendations and comments from NASA HQ Director for Strategic Planning, and NASA Advisory Committees and Boards will help to guide the refinement of the goals and objectives for the HEDS Enterprise. Customer inputs are provided to HEDS by SFAC.
HSPWG	4	Recommend mission, goals, objectives, and strategies.
Director, Advanced Programs/ Strategic Planning Lead	5	Review Strategic Plan Draft with members of the HEDS Executive Board
SPWG	6	If issues need to be resolved proceed to Activity Step 7. Otherwise proceed to Step 8.
SPWG Executive occurs	7	Resolve issues identified by the HEDS Board Members. This iterative activity

NASA Headquarters		
HEDS Strategic Plan Process	HQOWI1000-M001	Revision: C
	Date: May 3, 2002	Page 10 of 10

throughout the informal coordination activities until the HEDS Strategic plan can be finalized. Must have alignment to the NASA Strategic Plan; Enterprise mission; the policies of the Administration, Congress, and NASA policy; and budget guidelines. This will be the major criteria for resolving issues.

HEDS Executive Board	8	Approve HEDS Strategic Plan
AA for OSF	9	Submit the HEDS contribution to the NASA Strategic Plan to the Director for Strategic Planning.
NASA Administrator's Office	10	Revise Action as follows: Provide the HEDS Strategic Plan to the Director for Strategic Planning. The Director for Strategic Planning is responsible for coordination of approval by the Office of the Administrator (Code A). If not approved, return to Step 3 to incorporate comments from Code A.
HEDS Enterprise	11	Publish the HEDS Strategic Plan as a controlled document.

7.0 RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	RECORD MEDIA: ELECTRONIC OR HARD COPY	SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/DISPOSITION
HEDS Strategic Plan	MP	MP	Hardcopy	Schedule 7 Item 4,A	Permanent – Retire to FRC 5 years after supersession or completion. Transfer to NARA when 10 years old.
HEDS Input of Agency Strategic Plan	MP	MP	Electronic	Schedule 7 Item 4, C	Destroy 2 years after supersession or completion.